

EMPLOYMENT POLICIES

SECTION 2

2.01 APPOINTING AUTHORITY

The Board of County Commissioners shall be the appointing authority for the County Administrator and County Attorney. All other positions under the jurisdiction of the Board of County Commissioners shall be employed and supervised by the County Administrator. Employment of Division and Department Heads will require the confirmation of the Board of County Commissioners. The County Administrator will be responsible for:

- A. Approval of all changes in employee status ensuring that all changes are in accordance with the Personnel Policies and Procedures and the Pay/Classification Plan.
- B. Ensuring that all positions in all Divisions have been fairly and equally evaluated, rated and classified in accordance with Personnel Policies and Procedures and the Pay/Classification Plan.

2.02 POSITION CONTROL

- A. All positions in the County Service are established and maintained through a budget each fiscal year, in accordance with procedures provided by the Board of County Commissioners.
- B. The establishment of new or additional positions can only be authorized by the Board of County Commissioners and the County Administrator, subject to adequate justification of need and availability of funds.
- C. Personnel to fill approved new positions shall be appointed after the position has been evaluated, classified and assigned a pay grade.

2.03 TYPES OF EMPLOYMENT

- A. Original employment is subject to budgetary restrictions. When a person is initially employed in a position in County Service, he shall be employed in at least one of the following types of original employment status:

- 1. Full-Time Regular Employee

2. Substitute Employee
3. Temporary Employee
4. Emergency Temporary Employee
5. Part-Time Employee
6. Trainee
7. Contract

Participation in the Social Security program and the Florida State Retirement System will be in accordance with the rules and regulations governing said programs.

Any employee paid on an hourly basis will not be eligible for fringe benefits.

B. Definitions of types of original employment:

1. Full-Time Regular Employee

- a. Full-Time Regular employment will be made to a classification for regularly budgeted County positions, working 25 hours or more per week.
- b. A Full-Time Regular employee shall be eligible for all County fringe benefits as set forth in these policies.
- c. An employee serving in a full-time regular position shall be eligible for career service status as described in Section 1.01.

2. Substitute Employee

- a. Substitute employment may be made to fill positions for which leaves of absences are granted to a regular employee.
- b. Substitute employment shall be only for a period of time for which the regular employee is granted leave.
- c. A substitute employee shall not be eligible for County fringe benefits.
- d. A substitute employee shall be exempt from career service status.

3. Temporary Employee

- a. Temporary employment may be made when the work of a department requires the services of one or more employees on a seasonal or intermittent basis, or in a position not classified as a regular County position.

b. An employee shall not be allowed to serve on temporary employment of more than 12 consecutive months or, in the case of intermittent employment, for more than 1,040 hours during any 12-month period, except as set forth below.

c. A temporary employee shall not be eligible for County benefits, except as stated in 'e' below.

d. A temporary employee shall be exempt from career service status.

e. All employees who are employed under special grants/projects shall be temporary employees throughout the duration of the grant/project. Such employees shall at no time be considered regular employees of the County, and shall only have the rights of temporary employees as set forth in these policies and procedures, except as might be specifically set forth in the special grant or project requirements. Grant employees who do not qualify as temporary employees are entitled to the same benefits as a regular employee except for Career Service status, Years of Service and any benefit not eligible for reimbursement under the grant funding for the position.

4. Emergency Temporary Employee

a. Emergency temporary employment may be made when a short-term emergency exists.

b. Emergency temporary employment may be made without regard to the person's training or experience.

c. No person shall be given one or more emergency employments for more than three (3) calendar months.

d. An Emergency Temporary Employee shall not be eligible for County fringe benefits.

e. An employee hired on an emergency basis shall be exempt from career service status.

5. Part-Time Employee

An employee is to be considered part-time if the employee works less than twenty-five (25) hours per week. The salaried part-time employee who works at least twenty (20) hours per week will accrue vacation and sick leave prorated to the number of hours worked but will not receive group

insurance. Anyone working less than twenty (20) hours per week will not accrue sick or annual leave.

6. Trainee Employee

An employee appointed to fill an established position on a regular full-time or part-time basis shall be given trainee status when qualified applicants are not available for the position and the employee does not meet the minimum training and experience requirements for the position. (Refer to Section 4.07.)

7. Contract Employee

Anyone whose employment is project specific will be a contract employee. Said employee(s) will not attain Career Service Status. Each proposed contract will be submitted by the County Administrator to the Board of Commissioners for approval.

2.04 PROBATIONARY PERIOD

A. The standard probationary period for new employees will be twelve (12) months from the date the employee begins working as a regular employee for the County. If at any time during the probationary period it is determined that the employee is not satisfactory, the employee may be terminated without recourse. Following the probationary period, the County Administrator, or a designee, shall either: (1) approve, in writing, retention of the employee, at which time the employee shall be granted career service status; or (2) decide that the probationary period will be extended for no longer than an additional 3 months if the employee has not performed satisfactorily for the entire first 12 months; or (3) in the event the County shall fail to approve the employees' retention the employee shall automatically be separated from employment with the County, said separation being absolutely final, with no rights of appeal to any authority, including the grievance procedure contained herein.

Temporary employees, Federal or State Grant employees as well as employees originally hired under the CETA Program will retain their original date of hire if transferred to or hired in a regular County position for use in procedures governing fringe benefits and evaluation purposes, when applicable. Said employee must then serve the standard 12-month probationary period, before becoming eligible for career service status.

B. During the probationary period, the Department Head or duly-appointed representative must observe the employee's work habits, attitude and attendance to see if continued employment in the job is desirable. The Department Head with concurrence of the Division Director will send the Personnel Section a written report of the employee's job performance during the sixth and eleventh months of

the probationary period. Evaluations for Department Heads or Division Directors will be prepared by the appropriate Supervisor.

C. In the event an employee receives a promotion through the promotional opportunity process, said employee will serve a 3 month probationary period, or the remainder of their original probationary period, whichever is greater. If during this probationary period the employee is found to be unsatisfactory, he or she may be terminated without right of appeal if recommended by the Department Head and the Division Director and approved by the Administrator, but will be able to apply for another County position through the promotional opportunity system for 1 year, after which time he or she must wait until a desired position is open to the public.

D. Any employee whose position evolves into accepting additional or different duties and/or responsibilities within the same department may be reclassified to another pay grade and/or title upon recommendation of the Department Head and Division Director and approved by the Administrator but will not serve an additional probationary period. (See Section 3.04 and 3.05.)

2.05 DEFINITION OF SERVICE

A. Creditable Service shall be defined as service during which the employee was on the payroll of the County, or on approved leave of absence without pay.

B. An employee's continuous service date shall be established as the most recent date of hire and may not precede the date of actual job performance.

C. Authorized leaves of absence to the extent provided in Section 8 of these policies shall not be considered a break in service effective at the end of the employee's regular shift on the last day of work.

D. If an employee has a break of service of 48 hours or more, he/she cannot be reinstated to his/her former employment status. If he/she is selected for County employment after such a break in service, he/she must begin as a new employee in all respects, except for Retirement Benefits which are governed by Florida Statutes.

E. Any unauthorized leave without pay for three consecutive work days or more may be considered a break in service, and may result in termination.

2.06 MEDICAL EXAMINATIONS

A. In order to maintain a vigorous and healthy work force the County shall require post offer medical examinations by a physician designated by the County.

B. The County Administrator may require that an employee submit to a physical and/or psychiatric examination by a physician or other qualified practitioner at any time during their employment, which may include blood and/or urine testing for drug or alcohol usage. Charges for same will be the responsibility of the County.

Grant Programs will provide funding for medical examinations for their employees in their respective budgets.

C. Should an examination result in disclosure of inability to meet the required minimum standards of the specific occupation, the results of the examination shall be reviewed by the Personnel Section and the employee's Department Head and/or Division Director. Findings and recommendations shall be forwarded to the County Administrator for final disposition. Payment of any expense incurred by the applicant/employee other than the initial examination required by the County will be the responsibility of the applicant/employee.

D. An employee determined to be physically or mentally unfit to continue working in his/her current classification may be terminated, but may apply through the promotional opportunity system for any available position for which said employee is determined to be qualified as well as physically and mentally fit to perform all required duties of the position. Said employee will have promotional opportunity rights for one year after his/her termination date.

E. If a Department Head has reasonable suspicion that an employee is under the influence of, or using alcoholic or illegal substances, that Department Head may require that said employee be examined by a physician which may include blood and/or urine testing.

2.07 BASIS FOR CHANGE OF STATUS

Selection of applicants for new hire and in-house promotion shall be based on the applicant's ability to perform the job as outlined in the job description of the position being filled. The job description shall identify the specific knowledge, skills, and abilities necessary for the successful performance of the duties of the position.

An evaluation of the applicant's knowledge, skills, and abilities as reflected in education, experience, licensure or certification as outlined on the employment application shall be compared to the required minimum qualifications of the position. All applicants who appear to possess the required minimum qualifications shall be evaluated according to uniform and consistently applied selection techniques established by Personnel Policies and Procedures. These selection techniques shall be designed to provide maximum validity, reliability, and objectivity and result in selection from among the applicants who are most qualified for the position.

In determining change of status as a result of demotion, recall from layoff or transfer, job performance shall be the sole criterion. Job performance being equal, length of continuous service shall be the criterion.

2.08 SELECTION PROCESS

All interviews whether for new hire or in-house promotion must follow the interview procedures outlined in Administrative Instruction 4705.

2.09 TRANSFERS

A. The County Administrator may, at any time, transfer an employee from one area to another and/or from one position to another when he determines that it is in the best interest of the operation of the County to do so. Transfers will be made by the County Administrator based upon a recommendation by the employee's Department Head and Division Director.

B. Employees will be notified in writing of the County Administrator's decision to transfer them. Employees who claim that a transfer is made arbitrarily and capriciously or that it is being recommended for disciplinary reasons may appeal a transfer decision pursuant to Section 10 (Employee Complaint/Grievance Procedure).

2.10. EMPLOYEE TRAINING

The County may require any employee to attend any and all training deemed necessary to perform his or her job duties adequately and safely. Prior to employment with Monroe County, it is the applicant's responsibility to provide proof of completion of said training requirements. Once employed, any certification or training deemed necessary for continued employment is to be paid by the individual with reimbursement made after successful completion. See 2.11, item A.

2.11 EDUCATIONAL ASSISTANCE PROGRAM

A. EDUCATIONAL ASSISTANCE POLICY²

The County may provide financial assistance to County employees for educational courses which are applicable to the employee's field of work, or of such nature and quality to directly contribute to the employee's value and potential growth in the County service. Employees required to maintain training and certification requirements as a condition of employment are also eligible for this program.

² See Florida Statutes 112.063

In the case of a degree-seeking student; although attainment of said degree may provide job enhancement for the employee, courses taken in the pursuit of the degree must have some relation to County employment.

B. ELIGIBILITY

An employee will be considered eligible for participation in the Educational Assistance Program if he has been a full-time employee of the County for one year or more, and is so recommended by the Supervisor, Department Head and Personnel Section.

An exception may be made for those employees referred to in Ordinance No. 008-1937, as approved by the Board of Commissioners.

C. APPLICATIONS

An Employee must submit the completed Request for Educational Assistance Form to the immediate Supervisor and Department Head for approval. The employee shall forward the application to the Personnel Section with the appropriate approvals and a Purchase Order or Audit Slip for payment. The application must be submitted and approved by the Supervisor, Department Head, and the Personnel Section prior to the employee enrolling in the course.

The Personnel Section shall review the employee's eligibility to participate in the Educational Assistance Program and shall be responsible for the administration of the program.

Upon enrollment in the course, the employee shall submit to the Personnel Section the enrollment receipt and textbook receipt.

Upon completion of the course, the employee shall submit to the Personnel Section the proof of successful completion. The tuition and textbook receipts, the Audit Slip or Purchase Order and the proof of successful completion will be sent to the Finance Department for processing. A copy of all the documentation will be placed in the employee's personnel file.

D. TIME OFF FROM WORK

Qualified employees may be permitted time off from work with pay to attend educational training classes or seminars which are related to their job duties but which are not available during non-working hours, if approved by the applicable Department Head and/or Division Director. Allowable time off will be restricted to a maximum of 160 hours in any calendar year unless specifically otherwise approved by the County Administrator.

Employees are attending this training on a volunteer basis and time allowed for attending such training does not constitute hours worked for the purpose of computing required overtime payments.

E. REIMBURSEMENT

1. Upon the successful completion of approved courses, the employee will be eligible for reimbursement of tuition, textbooks, online access fees, distance learning fees, and lab fees. The employee must present a certification of successful course completion and a paid receipt for tuition, textbooks, online access fees, distance learning fees, and lab fees to the Personnel Office. Requests for reimbursement must be made within sixty days after completion of the course.
2. Textbook reimbursement allowance is limited to \$65 per course. The employee is responsible for paying any difference.
3. Reimbursement for tuition will be made only to employees who are on the active payroll when payment is due.
4. Where tuition is covered under benefits from the Veterans Administration or a philanthropic source, qualified employees may participate only in the "time off from work" feature of the program.
5. Reimbursement under the Educational Assistance Program constitutes income to the employee. The County must withhold taxes from this income and report to government agencies in the same manner.
6. Employees must provide their own transportation to and from training.
7. Refunds shall be limited subject to the availability of funds and the number of participants in the program.
8. This program may be amended or terminated at any time, however, such amendment or termination will not affect any courses of study previously approved.

F. CONDITIONS OF REIMBURSEMENT

Employees who obtain reimbursement for any educational assistance program shall remain with the County at least one (1) year after completion of courses, otherwise any reimbursement which was made by the County to the employee shall be refunded to the County, if the employee terminates within less than one (1) year from date of completion of educational assistance courses. Further funding to the County shall be accomplished by deducting all reimbursement due from the employee's final paycheck.

- 2.12 EMPLOYEE SAFETY It is the responsibility of the County to promote and pursue a safe and healthy environment for all employees. Monroe County has a viable safety program approved by the State Division of Safety, as required by Florida State Statute. The Safety Program shall be administered and enforced by the Monroe County Safety Manager according to the Safety Policies and Procedures adopted by the Board of County Commissioners.

Employees will observe all safety rules and regulations established by the State of Florida and County Government. Division Directors, Department Heads and Supervisors are responsible for the observance of those rules within their jurisdiction. Failure to comply may result in disciplinary action.

2.13 PROMOTIONAL OPPORTUNITIES

A. It is the policy of the Board of County Commissioners to consider qualified County employees for promotional opportunities before applicants from the general public are considered. An employee must remain in his or her respective position for a period of at least six (6) months before transferring to another position through the Promotional Opportunity system. If it is thought to be in the best interest of the County to waive this rule, prior approval of the appropriate Division Director(s) and the County Administrator must be obtained. Please review Section 2.04 Probationary Period. Promotional Opportunities will be posted on bulletin boards throughout the County system for seven (7) calendar days.

B. An eligible employee wishing to apply for a promotional position will complete the Promotional Opportunity Application Form within the seven (7) day period (date of posting is day one (1)) and submit it to the Personnel Section. The Personnel Section will review these completed forms and forward all in-house applications to the Department with the vacancy for consideration.

C. During the seven (7) days the position is posted, any qualified County applicant is to be given preference in the vacant position. All Promotional Opportunity applications must be reviewed by the department with the vacancy. It is the responsibility of the hiring department to review in-house applications and conduct interviews for qualified County applicants. Any qualified employee filing a Promotional Opportunity within the required seven (7) day period is to be considered a priority. In the event the Promotional Opportunity is not received within the seven (7) day period, the in-house employee shall lose preferential treatment.

D.. Eligible veterans and spouses of veterans will receive preference in initial employment pursuant to Florida's Veterans' Preference Law {Chapter 295, Florida Statutes}, with the exception of those positions which are exempt under said law.

2.14 EQUAL OPPORTUNITY POLICY

A. The County is firmly committed to equal employment opportunity, and does not discriminate in any employment-related decisions on the basis of race, color, religion, national origin, sex, age, disability or other similar factors that are not job-related.

The County's policy of equality of opportunity applies to all organizational levels of the County and to all job classifications. It is the responsibility of each Division Director, Department Head and Supervisor to give the County's non-discrimination policy full support through leadership, and by personal example. In addition, it is the duty of each employee to help maintain a work environment which is conducive to, and which reflects, the County's commitment to equal employment opportunity.

B. All personnel actions shall be based solely on ability and fitness of the individual.

C. The Personnel Section shall see that information about job opportunities is readily available to all employees and citizens of the County, and a continuing program shall be conducted to make the Equal Employment policies known to all citizens of the County.

D. In this capacity, the Personnel Section will be responsible for anticipating problems, formulating solutions, presenting complete analysis of alternatives and recommended corrective actions and coordinating the recommended actions with Division Directors, Department Heads and employees.

In the implementation of this policy, the County will aggressively seek personnel for all job levels within the organization through upgrading and recruitment from minority group members and women.

This policy is specifically included and will be a continuing and essential component of the Personnel Policies and Procedures.

E. Harassment of any kind is prohibited and will not be tolerated. This policy applies to all employees (including Division Directors, department heads and supervisors), agents and third-parties such as contractors, vendors, suppliers, and other visitors to County buildings or workplaces. A violation of this policy will subject an employee (including Division Directors, department heads or supervisors) to disciplinary action, up to and including termination of employment. A violation of this policy by any third party will result in

appropriate action, which may result in the person(s) being barred from the County premises.

Harassment is defined as verbal or physical conduct which:

1. Denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, veteran status, marital status, familial status, sexual orientation/preference, or disability/handicap, or that of his or her relatives, friends or associates.
2. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
3. Has the purpose or effect of unreasonably interfering with an individual's work performance or;
4. Otherwise adversely affects an individual's employment opportunities.

Prohibited harassing conduct includes, but is not limited to, epithets, slurs, jokes, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, age, national origin, veteran status, marital status, familial status, sexual orientation/preference, or disability/handicap. Prohibited harassing conduct includes written or graphic material that is placed on walls, bulletin boards or elsewhere on the premises, or that is circulated in the workplace.

The above policy includes, but is not limited to, sexual harassment. Sexual harassment is defined as:

1. Unwelcome sexual advances;
2. Requests for sexual favors;
3. Verbal or physical conduct of a sexual or otherwise offensive nature, particularly where:
 - a. submission to such conduct is made, explicitly or implicitly, a term or condition of employment;
 - b. submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment; or
 - c. such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
4. Sexually offensive jokes, innuendoes and other sexually oriented statements or behavior.

If you experience or observe any prohibited harassment by any person (including Division Directors, department heads, supervisors, employees or third-parties), you are required to promptly report the incident to a Department Head, the Human Resources Director or to the County Administrator. (We encourage you to put such a complaint in writing). Your complaint will be immediately investigated and kept confidential to the extent possible. Individuals who make complaints have an obligation to assist and cooperate with the County's investigation.

If the County determines that an employee (including Division Director, Department Head, or supervisor) or third-party has harassed another individual, appropriate remedial action will be taken against the offender, up to and including termination. If the harassment involves a third party such as a contractor, vendor, supplier, or other visitors to County buildings or the workplace, that person may be barred from the premises.

The County prohibits any form of retaliation against an employee or third party for lodging a bona fide complaint under this policy or for assisting in the investigation of a claim of harassment.

F. If one believes that the County has violated the equal opportunity policy, as stated in this section, he/she should submit a written complaint to the EEO Coordinator. The EEO Coordinator shall investigate the complaint and respond to the complaint.

2.15 EMPLOYEE RECOGNITION (See Section 2-15.6, Monroe County Code)

A - EMPLOYEE OF THE MONTH/YEAR PROGRAM

Monroe County has established an Employee of the Month/Year Program designed to recognize employees who demonstrate superior performance and dedication to their work which is above and beyond the call of duty. (See Monroe County Administrative Instruction Series 4000.) The employee of the month shall be awarded a \$100 United States Savings Bond and an appreciation plaque. The employee of the year shall receive a 4% increase, and an appreciation plaque.

B - YEARS OF SERVICE PROGRAM

Monroe County has established a program to recognize County employees who have been in the County Service for Five, Ten, Fifteen, Twenty, Twenty-five and Thirty years.

At the employee's anniversary date, or as soon thereafter as is feasible, the Human Resources Department must cause a letter to be placed in the employee's personnel file noting the years of service and must deliver the following to the employee:

- a - For 5 years of service, a congratulatory certificate and a \$100 award;
- b - For 10 years of service, a congratulatory certificate and a \$175 award;
- c - For 15 years of service, a congratulatory plaque and a \$200 award;
- d - For 20 years of service, a congratulatory plaque and a \$350 award;
- e - For 25 years of service, a congratulatory plaque and a \$500 award;
- f - For 30 years of service, a congratulatory plaque and a \$1,000 award.

CLASSIFICATION PLAN

SECTION 3

3.01 CLASSIFICATION PLAN

A. SCOPE

The Classification Plan provides for a systematic and equitable arrangement of job classes and provides for a complete inventory of all County positions. The purpose of the plan is to group various positions into related classes based upon the range of duties, responsibilities and level of work performed.

B. COMPOSITION OF THE CLASSIFICATION PLAN

The Classification Plan comprises written job descriptions for each class of work included in the County service. Job descriptions are intended to be a general outline of job duties performed by employees in a particular job. They are used as a guide in recruiting and examining candidates for employment, in determining the lines of promotion and developing training programs, as guidelines in determining salary relationships and in providing uniform job terminology to convey the same meaning to all concerned. Job descriptions may be changed from time to time by the County. This change may expand or reduce the job duties of any job classification. Employees will be given as much advance notice of a change in their jobs as is practicable. The job descriptions are maintained by the Personnel Section and should be reviewed and updated annually, or whenever a change occurs in the duties of any position. Each job description will be approved by the Department Head, the Division Director, and the County Administrator. Each employee will receive a copy of his or her respective job description at the time of his or her employment, and any time there is a change in his or her job description.

3.02 POSITION AUDIT PROCEDURE

The County Administrator is charged with the responsibility of initiating position audits of any or all County service positions at any time. Other position audits may be initiated by written request to the County Administrator from the Department Head or the Division Director in which the specific position is located, or the incumbent of the position to be audited. All requests must be approved by the Division Director.

Position information will be gained through completion of a Position Information Questionnaire (PIQ) by the incumbent or by the Supervisor of the position if the

position is vacant, and through field studies of the position, which may include a personal visit with the position incumbent by a representative of the Personnel Section. The applicable Department and Division Director should review and make recommendations to the County Administrator through the Personnel Section on all proposed new positions, changes, and position descriptions.

3.03 DETERMINATION OF CLASSES

A. The Personnel Office upon certification of funds and findings that the proposed class or classes are needed, shall propose new or revised classes of work as well as the abolition of existing or obsolete classes, to the County Administrator for appropriate action.

B. Whenever an employee's position is abolished under this section, said employee shall have first consideration for a position in a similar classification that may arise in the County service for a period of one year. However, if that employee refuses an offer for a similar position or, if that employee within the one-year period elects to take any position in the County service, said employee shall be removed from preferential consideration.

3.04 ALLOCATION AND RECLASSIFICATION OF POSITIONS

A. The Personnel Office, after having determined the content of the positions and having received the certification of funds and findings that the proposed class or classes are needed, shall propose new or revised classes of work as well as the abolition of existing or obsolete classes, to the County Administrator for appropriate action. Recommendations for changes may be made by the Division Director, who must submit sufficient documentation for the change, including assurance(s) that the respective departmental budget contains sufficient funds.

B. An employee may be reclassified to a different title and/or pay grade at any time the County Administrator deems appropriate, after receiving good and sufficient documentation. A temporary reclassification does not constitute a promotion or demotion. A change in title and/or pay grade which results from an evolution into a reduction of duties and/or responsibilities does not constitute a demotion.

3.05 STATUS OF AN INCUMBENT IN A RECLASSIFIED POSITION

When the incumbent of a position, through diligent application of work, is officially assigned more difficult and significant additional responsibilities and duties so that it appears as if the position warrants reclassification to a higher class, the Personnel Office shall perform a field study of the present duties and responsibilities of the position. If it is determined after recommendation by the Department Head, Division Director and Personnel that the position should be reclassified, the County Administrator may require that the incumbent undergo a prescribed test of fitness, depending on the conditions of the reclassification and

the nature of the position to be reclassified before approval. A revised job description will be submitted by the Department Head for approval by the Division Director and the County Administrator which includes the additional duties of the position. An employee reclassified in this manner will not serve an additional probationary period as a result of this reclassification.

3.06 POSITION CONTROL

All positions are established and maintained through a budget each fiscal year in accordance with established budget and accounting procedures. The establishment of a new or additional position can only be based on adequate justification of need and the availability of funds. Such additions must be approved by the County Administrator and the Board of County Commissioners. The provisions herein do not relate to the Pay Plan, but to position statuses created by need and necessity only.

The Division of Management Services shall maintain a position control system in the Department of Human Resources, Personnel Section.

Important:

All additions, revisions, reclassifications or other personnel actions having a financial impact on the County shall be reviewed by the Personnel Section and the Office of Management and Budget and approved by the County Administrator.

PAY PLAN

SECTION 4

4.01 PURPOSE

The Pay Plan is designed to provide a fair and equitable method for payment of employees in the County service. It also establishes a set of rules and a uniform system of administration.

4.02 ESTABLISHMENT OF THE PAY PLAN

The Pay Plan shall be directly related to the Classification Plan and is the basis for payment of employees in the County service. This plan shall be established with consideration being given to the following factors:

- A. Relative difficulty and responsibilities existing between various classes of work.
- B. Prevailing wage scales, for similar types of work, found in public and private industry in the local labor market.
- C. Availability of qualified personnel.
- D. Economic conditions found in the area.
- E. Fiscal policies of the Board of County Commissioners.

4.03 AMENDMENTS

The County Administrator shall make amendments to the Pay Plan when, in his discretion, economic conditions, labor supplies, or other considerations indicate a need for such action.

Division Directors may recommend to the County Administrator possible amendments to the Pay Plan by providing sufficient justification to make an evaluation of the causes and conditions requiring the change within the confines of their respective departmental budget.

4.04 PAY PLAN REVISIONS

The Board of County Commissioners must approve the County Administrator's recommended Plan of Compensation and subsequent revisions for approval and adoption.

4.05 ADMINISTRATION

The Human Resources Department, Personnel Section, in conjunction with the Office of Management and Budget, shall have the responsibility for the day to day administration of the compensation plan. Approval of all hiring rates and other payroll changes shall require approval of the County Administrator in accordance with these personnel policies.

4.06 APPLICATION OF THE PAY PLAN

All employees shall be employed and paid in accordance with the rates and policies established by the Pay Plan for the specific job classification under consideration, unless otherwise stipulated in these policies.

4.07 STARTING RATES

A. The minimum salary established for a position is considered the normal appointment rate for new employees.

B. Appointments below or above the minimum salary may be authorized in the following situations:

1. In the event an applicant does not meet the minimum qualifications, but is expected to obtain said qualifications within 6 months, the hiring authority may request appointment as a "trainee". In such cases, the employee should be hired at an appropriate rate below the minimum starting salary.

2. If the applicant's training, experience or other qualifications are substantially above those required for the position, the County Administrator may approve employment at a rate above the minimum established for the class. The need to make appointments in excess of the minimum shall require documentation and specific approval from the County Administrator.

4.08 SALARY RANGES, PROGRESSIONS, INCREASES

No salary adjustment shall be approved unless there is availability of funds, and must be recommended in writing by the Division Director and approved by the County Administrator.

A. An employee may receive a salary increase by means of a promotion, reclassification or pay range adjustment.

B. There are no provisions in the County Pay Plan for automatic salary advancements, as all increases are to be based on availability of funds, work performance, and other pertinent factors as evaluated by the employee's

Supervisor and/or Department Head, and approved by the Division Director and County Administrator.

- C. All requests for salary increases shall be processed through the Personnel Office and the Office of Management and Budget for review and determination of compliance with the County policies and procedures and budgetary control.

D. MERIT INCREASES

1. A merit increase is a salary increase within the same pay grade, awarded for outstanding County Service.
2. Merit increases are not automatic.
3. The amount of merit increase an employee receives, if any shall be determined by the availability of funds, and the system/procedures proposed by the County Administrator and adopted by the Board of County Commissioners each fiscal year. All salary adjustments must be approved by the County Administrator.
4. An employee shall be eligible for consideration for a merit increase during the budget preparation period after completion of their probation period.
5. New employees hired below the minimum rate would be eligible for consideration six months from the date they are adjusted into the minimum rate.
6. Once an employee has reached the maximum salary amount of the pay grade in which his or her position is classified, no additional merit increases shall be awarded to that employee, unless said position is reclassified to a higher pay grade (See Section 3 regarding reclassifications). Nevertheless, the employee will still be evaluated in accordance with the County evaluation system. All employees are expected to maintain a satisfactory or above performance level. Failure to do so will result in appropriate disciplinary action.
7. The foregoing reflects the current procedure, however the County reserves the right to change or eliminate the procedure whenever necessary.

NOTE: Time spent on a leave of absence without pay in excess of thirty days shall be deducted from the employee's length of service record when determining the time required for advancement eligibility.